

# Classification process workflow - Victorian Public Entity Classification Framework



**Victorian  
Public Sector  
Commission**

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For each position in stages 1 to 3, a supervisor interview at stage 2 can cover multiple reports.

Stages 4 to 5 are once only for the whole organisation.

## Stage 1: gather corporate documents

### Half a day

Understand the position's roles within the organisation.

For example:

- annual report
- committee memberships
- position description
- strategic plan

## Stage 2: conduct interview

### 1 to 1.5 hours

Validate information from stage 1 and probe as required:

- incumbent
- previous position holder
- validation interview with supervisor as necessary

## Stage 3: score the position

### Half a day

- make a classification recommendation of where the position sits in the 3-band Public Entity Senior Executive Service (PESES) structure
- assess the 8 competency and accountability criteria using the scoring template
- validate against applicable work streams

## Stage 4: produce findings report

### About 6 hours for 3 to 8 positions

- produce a findings report for the entity head
- moderation of all assessment outcomes to produce a high-level overview and make recommendations

## Stage 5: implementation decision

### Alignment of outcomes

Entity head:

- decides how and when to align outcomes
- consider next steps including time of any classification amendments and potential impact on remuneration and executive structure

